

# Spring 2012

Start Date \_\_\_\_\_

January 30 to June 23, 2012

## REGISTRATION FORM

Revised 1-01-12

Dancer's Name (Last)	(First)	DOB	Age
Address		City	Zip
My School (Private/Public)		Home Phone	Work/Cell
Person Responsible for Tuition (Last)		(First)	
Email Address		Prior Dance Training (School Name)	
REFERRED BY:		MEDICAL CONDITIONS	

### Classes Requested

Class Name	Day	Time

### Family Tuition Rates

Classes per Week	SEMESTER Save 10% (1 payment)	QTR. Save 5% (2 payments)	Monthly (5 Payments)	MISC.
ONE	290.00	155.00	65.00 month	Privates See Teacher Registration Fee \$30  First & Last Monthly Payments Due Upon Registration.
TWO	490.00	260.00	110.00 month	
THREE	650.00	345.00	145.00 month	
FOUR	740.00	390.00	165.00 month	
FIVE	830.00	440.00	185.00 month	
SIX	925.00	485.00	205.00 month	
UNLIMITED	1145.00	605.00	255.00 month	

**Parent/Dancer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing above, I knowingly state that I have read, understand and agree to abide by Capitol Dance Company's Policies and Procedures stipulated on the back of this form and posted in the lobby. If I am under 18 years of age this signature must be by legal guardian or parent.

**Return the completed registration form with registration fee and tuition payment to:  
CAPITOL DANCE COMPANY 1375 Blossom Hill Rd #4 San Jose CA 95188**

### OFFICE USE ONLY

Classes/Week _____	Tuition Rate _____	Registration Fee <u>30.00</u>	Sub _____	Credits < _____ >	Total Due _____
Paid \$ _____	Date _____	Method _____	Trans # _____	Entered by _____	

NOTES:

The following policies are stipulated so students and parents are aware of our operational procedures. These rules and guidelines allow us to continue to offer dancers an affordable and productive environment in the education of dance. We expect dancers and parents to abide by these rules when at our facility or outside events. You will be asked to verify your understanding of our policies at the bottom of our registration form. Do not sign if you have any lingering questions or concerns that we have not addressed to your satisfaction.

**Registration Fee** of \$30.00 per family/dancer is due upon registration. This non refundable fee covers our calendar year which runs from September through July.

**Tuition** You are enrolling in classes for the entire semester. You may pay for the entire semester with one payment at time of enrollment which saves you 10% off the installment plan or you may split the tuition into two payments (one at time of enrollment and one on November 15<sup>th</sup> for Fall Semester or April 15<sup>th</sup> for Spring Semester which saves you 5% off the installment plan. There is a \$25 fee on all returned checks. **Tuition payments are deemed late if not received by the 10<sup>th</sup> of the month and will incur a \$20 late fee.** If you pay by check please write students name on the check.

**Termination of Enrollment Notice** by student, parent or guardian must be in writing, email or via fax no less than one week prior to or one week after termination date stipulated in termination notice. No phone calls or phone messages will be accepted. Please note that student/parent will lose any tuition discounts and the refund, if any, will be the amount originally paid minus the regular monthly installment rate for classes taken. The official termination date is the day CDC receives written notice of termination, not the last day of student's attendance. **There are no refunds** issued if the student or parent/guardian terminates the relationship after the half way point of the semester, November 15<sup>th</sup> for the Fall Semester or April 15<sup>th</sup> for Spring Semester. If student chooses to drop a class, credits will be applied to the balance of classes in which they are enrolled.

**Missed Classes** Students can "make-up" missed lessons in any on going class within 30 days of the missed lesson. Just let the desk or instructor know when the absence will occur and when you want to make up the class. We will do every thing we can to accommodate your request, space permitting. **There are no refunds or discounts on tuition for classes missed unless accompanied by a doctor's validation or doctor's restriction of student's activities.**

### **Dance Attire & Grooming**

#### **Ballet & Ballet Combination Classes;**

Hair in secure bun, black leotards, pink tights and pink ballet shoes.

#### **Jazz, Tap, Lyrical & Fitness Classes**

Hair in ponytail, any style or colored leotard, jazz pants or capri pants and tights. Black or tan jazz shoes, black tap shoes (no heels).

#### **Hip Hop and Popping and Locking Classes**

Hair pulled off the face with ponytail, any style of dance attire or work out wear that does not obstruct the silhouette of the body, jazz shoes, dance sneakers or tennis shoes. No black soles please!

**Class Sizes** Some classes become so popular that we will close the class after it reaches a certain enrollment level. New students will be put on a waiting list until a spot opens up or we may choose to split the class to insure a good teacher student ratio. On occasion enrollment in a particular class does not meet our expectations. In these cases we will cancel the class. If there is no acceptable option for the dancer, we will issue a studio credit or a refund.

**Class Discipline.** Capitol Dance Company expects good behavior, respect and discipline from all of our students and parents/guardians before, during or after classes as well as during competitions and performances. Physical or verbal abuse, wanton disregard of CDC teachers' or administrators' directives or anything else that could be construed as a discipline related problem involving students or their parents/guardians will not be tolerated. If a disciplinary incident occurs the student will be asked to sit out from what they are doing. A Pink Misconduct Form will be filled out by the teacher or office manager and parents will be notified. At the sole discretion of Capitol Dance Company (CDC), continued student or parent discipline issues could result in possible expulsion from CDC and loss of all tuition.

**Safety** is our concern for your young dancers. We insist that all parents/guardians deliver and pick up their children from inside our studio. Please be prompt.

**Marketing;** By enrolling in classes at Capitol Dance Company (CDC), you are giving permission for Capitol Dance Company to take and or use photographs and video photography of its dancers performing in company programs, competitions, practices or other sponsored events for CDC marketing purposes and without any monetary reimbursement to the dancer or dancer's family.

**No Food, Beverages, Gum or Candy** allowed in the studios or office. Water is OK. No jewelry is to be worn during class. CDC is not responsible for items left at our facility or events.

**Waiver.** Please be advised that there is a risk of physical injury associated with, arising out of, and inherent to, the activity of dance. You therefore agree to release Capitol Dance Company and its staff and hold them harmless of all liability and hereby acknowledge that you are knowing and voluntarily assuming full responsibility for all risks of physical injury arising out of active or in-active participation in a dance class, dance performance, dance competition or other dance related activities supported by, involved with, or approved by Capitol Dance Company.